

VACANCY ANNOUNCEMENT

DATE: 23 September 2009

OPEN TO: U.S. Citizen (no dual citizenship)

POSITION: Secretary, U.S. Defense Attaché Office

POTISION TYPE: Full-Time, Civil Service

AGENCY AND OFFICE: Defense Intelligence Agency, Defense Attaché Office

OPENING DATE: 23 September 2009

CLOSING DATE: 7 October 2009

WORK HOURS: 40 hours/week

SERIES AND GRADE: Pay Band 02 (\$33,477 - \$61,628) under DCIPS (Defense Civilian Intelligence Personnel System) starting salary is determined solely by DIA Civilian Personnel and is based on a review of the candidate's total qualifications: experience, skills, and education.

NOTE: Only American citizens may apply. Applicants must be eligible for employment under host nation laws. This position is open to Eligible Family Members. Resident American citizens may also apply. In order to be eligible for this position, Mission employees must have completed their probationary period.

The U.S. Defense Attaché Office seeks a Defense Attaché Office Secretary.

BASIC FUNCTION OF POSITION:

The incumbent is the Secretary to the Defense Attaché and the Defense Attaché Office at the U.S. Defense Attaché Office, U.S. Embassy, Paris. S/he reports to the Operations Coordinator. Major duties and responsibilities include:

- Maintains DATT calendar; coordinates Chauffeur support; maintains and coordinates DoD activities calendar. Coordinates DATT and attaché personnel travel arrangements.

- Assists with DATT representational responsibilities; maintains office representational support database; prepares office representational vouchers and reports; coordinates DAO support to the Attaché Association.
- Prepares official correspondence (cables, letters, memoranda, diplomatic notes, and invitations) IAW agency and Embassy procedures.
- Receives and reviews all incoming calls and correspondence to the DAO, routing actions to the appropriate official as required, otherwise responding directly to administrative matters.
- Establishes and maintains office records including control logs and daily suspense files.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

High school diploma.

Prior work experience:

At least three years of prior secretarial experience is required.

Language proficiency:

English (W-R-S), Level-4 – Fluency is required.

Knowledge:

General knowledge of administrative/office procedures is required.

Skills and abilities:

Typing proficiency of 40 WPM is required. Excellent organizational skills are required. Ability to proofread and analyze information and work independently under pressure is required. Ability to communicate effectively both orally and in writing is required. Working knowledge of information security procedures is required.

QUALIFICATIONS DESIRED:

Language proficiency:

French (W-R-S), Level-3 – Good working knowledge is desired.

ADDITIONAL SELECTION CRITERIA (See Definitions):

1. Current employees serving a probationary period are not eligible to apply.
2. Currently employed U.S. Citizen EFM's who hold an FMA appointment are ineligible apply within the first 90 days of their employment.
3. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a "When Actually Employed" (WAE) work schedule.
4. The candidate must be able to obtain and hold a Department of Defense Top Secret security clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment (SF-171 or OF 612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612 (please indicate typing proficiency on resume); plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. If candidates have prior government experience, we will need a copy of your last SF 50 (notification of personnel Action).
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Embassy of the USA
Defense Attaché Office
Attn: CW4 Brad A. Bartee
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-28-38
FAX: 01-47-42-91-93

EMAIL: barteeba@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or child who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

CLOSING DATE FOR THIS POSITION: October 7, 2009 (COB, at 6:00 p.m.)

The Defense Intelligence Agency provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of Defense also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.